

FILED: Reports - 2
RETURN TO
RECORDS MANAGEMENT DIVISION

27 February 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for February 1956

1. Cards forwarded to Main Index as result of Projects: 17,631

2. Total Projects 257

Opened this month 2
Opened prior months 53
Total Open Projects.....55

Closed this month 1
Closed prior months 201
Total Closed Projects.....202

3. Records Management

a. Records Retired to RI/AR

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
IS/P	1	11.2	
CI	1	.4	
TGS	2	.8	
IS	9	2.8	
RI	15	7.20	
FI	19	363.900	
RIA	2	.9	
RI	3	.7	
RI	1	.3	
RI	16	7.2	
RI	1	3.0000	
RI	2	.3	
Total	79	403.7	403.7

o Field Files - 2.5
oo Field Files - 363.3
ooo Field Files - 3.0

b. Records Retired to RI/PI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
CI	1	.4	
FP	1	.1	
FO	1	.8	
RI	161	18.0	
FE	3	.3	
NEA	9	1.3	
SE	3	.3	
SR	3	.4	
WE	3	4.4	
Total	<u>185</u>	<u>26.0</u>	26.0

c. Records Retired to CIA Record Center

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
EE	1	.3	
WE	<u>1</u>	<u>1.0</u>	
Total	<u>2</u>	<u>1.3</u>	1.3

d. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
EE	1	.4	
WE	<u>1</u>	<u>.1</u>	
Total	<u>2</u>	<u>.5</u>	.5

e. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
CI	1	2.3	
FE	6	4.4	
NEA	1	.3	
SR	1	.3	
WE	1	.7	
RI	<u>3</u>	<u>24.8</u>	
Total	<u>13</u>	<u>32.8</u>	32.8
Total Records Retired and Destroyed			<u>464.3</u>

* Field Files - 3.0

f. Vital Documents

Packages IN.....79
Packages OUT.....40

Microfilm Reels IN.....0
Microfilm Reels OUT.....0

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer, legal size, safe.....2
4 drawer, legal size, safe.....11
5 drawer, legal size, file cabinet with-
out lock.....10
5 drawer, legal size, file cabinet with
key lock.....115
5 drawer, 3 x 5 card size, file cabinet..1
5 drawer, 5 x 8 card size, file cabinet..10
3 chair supply cabinet with key lock.....1

b. Forms Approved.....5

5. RI/PO Typist, typed 450 cards in 5 hours. 25X1A2d1

25X1A9a

6. Mr. [REDACTED] participated in Operation [REDACTED], 1 February 1956.

25X1A9a

7. Mr. [REDACTED] completed the Basic Management Course 3 February 1956.

25X1A9a

8. Mr. [REDACTED] began the survey of IO 7 February 1956.

25X1A9a

[REDACTED]
RI/PO